

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DOE7357041**
POSITION NO: **942497**
CLASS CODE: **1518**

Date Posted: **09/24/12**
Closing Date: **10/05/12**

POSITION TITLE: **Senior Accountant *****
DEPARTMENT NAME: **Navajo Head Start - Ft. Defiance Agency**
DEPARTMENT NO: **735** WORKSITE LOCATION: **Fort Defiance, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **V65A**
Days: **Mon-Fri** Permanent: ☒
Hours: **8AM-5PM** Temporary: ☐ Duration: _____ \$ _____ Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** \$ **20.94** Per Hour

DUTIES AND RESPONSIBILITIES:

Performs accounting work that aids in the resolution of management problems; recommends alternatives to management when accounting data indicates trends or situations requiring action to be taken beyond scope of responsibilities; establishes or revises procedures or operating policies of assigned function; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned function; reviews statements of accounting information and other reports provided by the Nation's general ledger system; provides technical advice and services to lower level accountant or program staff with complex problems or special projects; handles difficult accounting activities.

Assists in coordinating the work of other accountants in managing programs; plans and carries out assignments by applying accounting concepts to resolve management problems, which may have a long term impact on the Nation; resolves problems that require considerable innovation; develops recommendations where critical findings are presented to management for action; develops and maintains a complex automated accounting system to produce and track expenditure and all pertinent financial information; advises and assists management on accounting and financial management matters; examines and interprets accounting data, records and reports; analyzes variable program operation.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelors Degree in Accounting, Finance, Business Administration, or closely related field; and/or a Master's degree in Accounting, Finance, Business Administration or closely related field; and

Experience:

Two (2) years progressively responsible or diverse accounting experience involving financial policy analysis and information system; and one (1) year of progressively responsible or diverse accounting experience involving financial policy analysis and information systems. **(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, licensures, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, Federal and State laws regulations, and guidelines governing aspects of tribal accounting operations; accounting and budgeting principle, theory and practices including governmental accounting. Knowledge of Generally Accepting Accounting Principles (GAAP); Knowledge of computerized accounting systems and applications to include general software applications. Skills in performing detailed and complex numerical computations and reports; Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and work processing systems; skill to establish and maintain effective working relationships.

License/Certification Requirements:

Must pass a criminal background check, finger printing, and employee assessment prior to employment. Must obtain within 90 days of employment; physical examination, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handlers Permit. Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit.

VETERAN'S PREFERENCE APPLIES

UNION POSITION ***

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99